CareerCross

利達ソフト
RITATSU SOFT INC

Associate HR&Admin Manager

Job Information

Hiring Company
Ritatsu Soft Inc.

Job ID
1459325

Industry
Software

Company Type
Large Company (more than 300 employees) - International Company

Non-Japanese Ratio
Majority Non-Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Chiyoda-ku

Salary
Negotiable, based on experience

Refreshed
May 9th, 2024 07:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Fluent

Minimum Japanese Level
Fluent

Other Language
Chinese (Mandarin)

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Responsibilities：

- Be responsible for full cycle recruitment： Attract and hire the most suitable talents (especially technical roles) for Japan in a timely manner；Work together with China team to facilitate the recruitment process and achieve good results;
- Be responsible for HR process and policy management, including but not limited to implementing and optimizing the procedure to support the operation management;
- Be responsible for full cycle employee management from on-boarding to exit.
- Be responsible for time management, leave management and HR reporting;

- Be responsible for payroll calculation and benefit management
- Other HR Admin work re visa, accommodation, etc.

Required Skills

Requirements:

- Good Japanese level, can work in a Japanese & Chinese work environment;
- Proactive, Responsible, Mature, Autonomous and Good interpersonal skills;
- 7-8 Years of working experience in HR & Admin, solid recruitment experience is a must; previous experience in payroll calculation is a must;
- Experience in start-up environment will be a plus;
- Familiar with Japan Labor Law, can solve labor/employee relation issues independently;
- Fluent in Mandarin (and English, if possible), with proficient oral and written skills
- Tools: Proficient with Microsoft kits, like Excel, PPT, etc.

Company Description